



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TORT CLAIMS MANAGER	38	B	7.704

DEFINITION OF CLASS:

Under general direction, manages and coordinates the review, investigation, settlement and/or denial of tort claims brought against the state. Tracks and analyzes tort claims and exposures to identify trends; develop liability rates; and determine methods to manage risk and reduce future liabilities.

DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. Incumbent reports to the solicitor general in the Attorney General's Office.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Coordinates investigation of tort claims brought against the State by reviewing and assigning claim to the responsible agency or to independent adjusters to determine extent of liability and damages. Reviews investigative reports for completeness and validity of claim. May request further investigation if needed.

Makes determinations on settlement or denial of claims. Negotiates settlement and authorizes payment of claims within established limits by working directly with the agency, contract claims adjusters, claimants, and/or claimant's attorney. The value of the claim is determined and a final offer of settlement is reached. Pursuant to approval by the solicitor general, prepares detailed reports and recommendations for the Board of Examiners regarding tort claims investigations and results of negotiations for claims above authorized limits.

Develops liability claims procedures for the state by tracking various categories of tort claims to ensure consistency in the handling of claims and the rights of the claimant are not violated.

Maintains, and designs when necessary, a tort claims, automobile and general liability data base to analyze the State's overall liability exposure and claims experience. Data is utilized to track tort claims and liability exposures of state agencies to determine individual rates and to implement loss prevention strategies.

Maintains the tort and liability claims budget by authorizing and tracking expenditures, projecting future claims, and ensuring the fund is sufficient to meet the State's obligations.

EXAMPLES OF WORK: (cont.)

Provides supervision and direction to assigned staff by assigning and reviewing work, providing training and evaluating performance.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of Nevada Board of Examiners Procedures. Knowledge of the office of the Attorney General's policies and procedures as applied to tort claims adjustment and investigations. Knowledge of N.R.S. 41 and 42.

Ability to design and develop a variety of complex data bases.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of risk management principles and practices as they relate to the private and/or public sector. General knowledge of laws and regulations regarding insurance and self-insurance. Knowledge of safety and loss control. Knowledge of the law of torts. Knowledge of tort claims adjustment. Knowledge of accident prevention as applied to training employees. General knowledge of insurance contracts, customs and laws. General knowledge of governmental accounting and auditing principles.

Ability to negotiate tort claims with contending parties and arrive jointly at decisions, conclusions or solutions. Ability to operate a personal computer and associated software and operate a variety of complex data bases, spread sheets and word processing information. Ability to prepare detailed reports including recommendations to the Board of Examiners regarding facts of an investigation and results of negotiations. Ability to make group presentations to provide information or explain procedures, policies, etc. Ability to establish and maintain cooperative working relationships. Ability to work independently, follow through on assignments with minimal direction, and perform effectively under conditions fluctuating workload. Ability to interpret actuarial reports and accounting audits.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from an accredited college or university with major coursework in Risk Management, Business Administration, Accounting, Public Administration or related field and five years of professional level experience involving risk management, claims management or underwriting programs in a large public or private sector operation; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent combination of education and experience in which the applicant can demonstrate possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.704

ESTABLISHED: 7/1/95P
9/16/94PC